

**Local Health Improvement Plan (LHIP)
Wellness and Prevention Work Group Meeting**

October 27, 2011

2:00 – 3:00 pm

PHP/School Health Conference Room FCHD

Minutes

Meeting convened and chaired by interim chair Angie Blair.

Introductions and Sign-In by members

The three subgroups of the Workgroup were reviewed: 1) Obesity 2) Tobacco 3) Physical Activity
New members were asked to select a subgroup and identify their choice on the sign in list.

Subgroup contacts were identified:

- Obesity Sub-Group: Angie Blair (ablair@FrederickCountyMD.gov)
- Tobacco Sub-Group: Todd Crum (tcrum@FrederickCountyMD.gov)
- Physical Activity Sub-Group: Barbara Rosvold (brosvold@FrederickCountyMD.gov)

Chair and Secretary of the Work group were determined through a volunteering and acceptance by the group process:

Angie Blair, Chair

Barbara Rosvold, Secretary

Key Points from Summit– Dr. Barbara Brookmyer's email– October 12, 2011

*"Each (Main Priority) workgroup will finalize the language describing the **Priority Area, Goal Statement(s), Objectives, and Action Steps BEFORE December 15.** There will be a Frederick County Health Department staff person to assist with documentation, data/information gathering, and meeting logistics, if needed. The final descriptions for each priority should be in an MS Word document (doc format)."*

Dr Brookmyer expanded on the key points and the need to comply with a tight timeline.

Two potential funding opportunities are available to assist the County in accomplishing the actions steps of the Local Health Improvement Plan (LHIP):

1. Funding through the Maryland Hospital Association. All MD hospitals have contributed funding for 1 year for local health coalitions to carry out this project. The funding amount may be approximately \$50,000 per jurisdiction.
2. The Maryland Health Resource Commission has developed an RFP for completion of the objectives of the LHIP. These funds could support a staff position to assist in/ensure the completion of the LHIP action items. More information should be forthcoming on the details of both of these funding opportunities. In order to access these opportunities, the LHIP must be in place before 12/31/11. To meet this deadline, Dr. Brookmyer will need the workgroup's priority areas, goal statements and action steps finalized and inputted into the correct format for incorporation into the final LHIP before December 15.

Dr. B also explained that the LHIP is a process. The LHIP will need to be submitted before 12/31/11. The submitted document should be a good representation of the work and progress, but it can be changed, added to and tweaked as we work through the process. It should be viewed as a living document.

Subgroup Reports:

Obesity: The subgroup has met. They primarily modeled their objectives after the State's Health Improvement Indicators/data sources and have decided to focus primarily on environmental actions/policies. The need to include a business rep was identified during this discussion. Laurie Frey will contact the Chamber for a business representative. Other suggestions for a business rep. included looking at the largest employers within Frederick County i.e.: Fort Detrick, Frederick County Public Schools, and Bechtel etc. and also looking at insurance companies.

Tobacco: The subgroup has met and needs to schedule another meeting. The lack of current data was noted. The tobacco survey has not been done since 2008. The significant reduction in tobacco funding was also noted.

Physical Activity: The subgroup has not met, but will schedule a meeting. A potential overlap with the Obesity subgroup was noted.

Members were reminded to look at the objectives and actions in the context of Health disparities and Cultural Competencies.

Additional General Plan Questions:

It was clarified that the LHIP is not just a Frederick County Health Department (FCHD) plan but a community wide plan. The plan should be a collective effort of the County. Ongoing efforts in the County can be included in the plan. All activity can be included although all participants do not need to come to the meetings. However, any agencies/groups identified in a plan as the "Responsible Party" should be approached and their approval obtained in advance.

Not all actions need to be completed by 2014. There may be important objectives and/or activities that may take longer to complete and we would not want to exclude these objectives from the plan.

A timeline was developed for the Workgroup:

- **October 27th thru Nov 16th** – Wellness and Prevention Sub-Groups have one or more meetings to develop their plans. *[Items should be realistic and readily implemented within the resources that we have. Incorporate evidenced-based approaches].*
- **No later than COB November 16th** – Sub-Groups submit input to Secretary and Chair of Main Group
- **Week of Nov 21st** - Draft Sub-Group plans sent out to entire workgroup for review
- **December 1st** - Meeting of Main Group to review and receive comments on Sub-Group plans
- **By December 6th** – Finalize Main Group's overall plan based upon comments received and send to committee members for final review
- **By Dec 12th** – Submit Wellness and Prevention Group's complete plan to designated Health Summit coordinator (Dr. Brookmyer)

Next Meeting: December 1st, 2:00 – 3:00pm Frederick County Health Department, Auditorium (use entrance C)